EXECUTIVE DIRECTOR

JOB SUMMARY

The Executive Director is charged with the responsibility:

- of preparing and managing an annual operating and capital budget.
- of effectively managing the Foundation staff.
- of developing and overseeing all Foundation communications and messaging including social media.
- of all activities related to the planning, execution, control and evaluation of all fund-raising activities (except those conducted by the Auxiliary and Gift Shop).
- of ensuring that all donor records and files are maintained and kept confidential.
- for donor recognition for all donations including event sponsorships, in-kind gifts, year-end giving and capital campaigns.
- of maintaining accurate and timely monthly financial reports and working directly with the Foundation’s accountant and outside accounting firm to prepare the annual audit along with preparing and filing the 990 tax return.
- for oversight of the Foundation investments and review monthly to ensure compliance with the Foundation’s Investment Policy.
- of developing and maintaining a planned giving program through personal contact, seminars, brochures, newsletters, etc.
- for creating, reviewing and executing all policies of the Foundation.
- of working with and through the Foundation President and Board for all fund-raising programs and appropriations of Foundation funds distributed in support of the mission of Thomas and Health System.
- of communicating effectively with both Foundation Board of Directors and Thomas Health System administration.

EDUCATION

- Bachelor’s degree
- Planned giving knowledge necessary. Major give and planned giving knowledge encouraged.

EXPERIENCE

- Demonstrated track record of successful accomplishment in fundraising.
- Knowledge and experience in all aspects of non-profit management.
SKILLS NEEDED

- Computer skills required to manage fundraising and Raiser’s Edge donor database.
- Preferred: Knowledge of PowerPoint, Excel, Publisher, Access.

JOB SPECIFIC REQUIREMENTS

- Excellent interpersonal communication skills, oral and written including ability to participate in public speaking events.
- Demonstrated ability to build effective and collaborative relationships with a wide set of constituencies.
- Anticipates problems and identifies solutions.
- Must have the ability to work independently, prioritize projects and manage multiple tasks at any given time.
- Must demonstrate initiative, common sense and the ability to deal with problems that may arise in a mature and sensible manner.
- Ability to meet deadlines.
- Excellent analytical, organizational and management skills.
- Ability to build relationships with donors.
- Ability to management a team.
- Ability to develop vision for an organization.

HOURS OF WORK

- Must be able to work scheduled hours as dictated by business needs including flexing up and down to volume demand.

PHYSICAL REQUIREMENTS

Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Even though the weight lifted may be only a negligible amount, a job is rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

TO APPLY

Apply online at Thomas Health: https://pm.healthcaresource.com/cs/thomashealth/#/search. Search for “Foundation”. Applications will be accepted until the position is filled.